

## Online-registration for photovoltaic-customers

If you want to create your own policy, please follow the below mentioned steps to be registered:

1. Please use the following address bar in your browser:

[www.willis-online.de](http://www.willis-online.de)

2. After input, this page will be opened:

The screenshot displays the 'Kunden-Portal' (Customer Portal) of Willis. At the top, the title 'Kunden-Portal' is centered. Below it, three main service areas are highlighted: 'Service' (zahlreiche Dienstleistungen mit hoher Servicequalität), 'PartnerSchaft' (klare, umfassende und offene Kommunikation), and 'Transparenz' (freiwillige Messbarkeit von Leistung und Entlohnung). The 'KundenLogin' section contains input fields for 'Login' and 'Passwort', followed by three buttons: 'Login', 'Passwort vergessen', and 'Registrieren'. Red arrows point from explanatory text boxes to these buttons: 'Login' for existing users, 'Passwort vergessen' for password recovery, and 'Registrieren' for new clients. The Willis logo and navigation links ('Willis.de', 'Impressum', 'Kontakt') are visible in the bottom right corner.

For first login, please click „**Registrieren**“.

### 3. Please choose the preferred language (English or German):

## Kunden-Portal

**Service**

- zahlreiche Dienstleistungen mit hoher Servicequalität

**PartnerSchaft**

- klare, umfassende und offene Kommunikation

**Transparenz**

- freiwillige Messbarkeit von Leistung und Entlohnung

### KundenLogin

Policy Nr. \*

Last name\*

First name\*

E-Mail \*

Phone \*

Fax

Street \*

Postcode \*

City \*

Please type in this field your policy-number, which you received from the photovoltaic-producer. Usually the policy-reference is a 6-digit number.

Please fill in the fields with your Personal Data as per example provided.

\* Marked fields are mandatory

The fields which are marked with stars (\*) have to be completed, because they are mandatory fields.

**After controlling your data, close this window with Send.**

#### 4. After successful registration, the following message will appear:

**Kunden-Portal**

**Service**  
- zahlreiche Dienstleistungen mit hoher Servicequalität

**PartnerSchaft**  
- klare, umfassende und offene Kommunikation

**Transparenz**  
- freiwillige Messbarkeit von Leistung und Entlohnung

**KundenLogin**  
Reload of the password successfully. New login data were sent via email

Willis

Policy Nr. \*

Last name\*

First name\*

E-Mail \*

Phone \*

Fax

Street \*

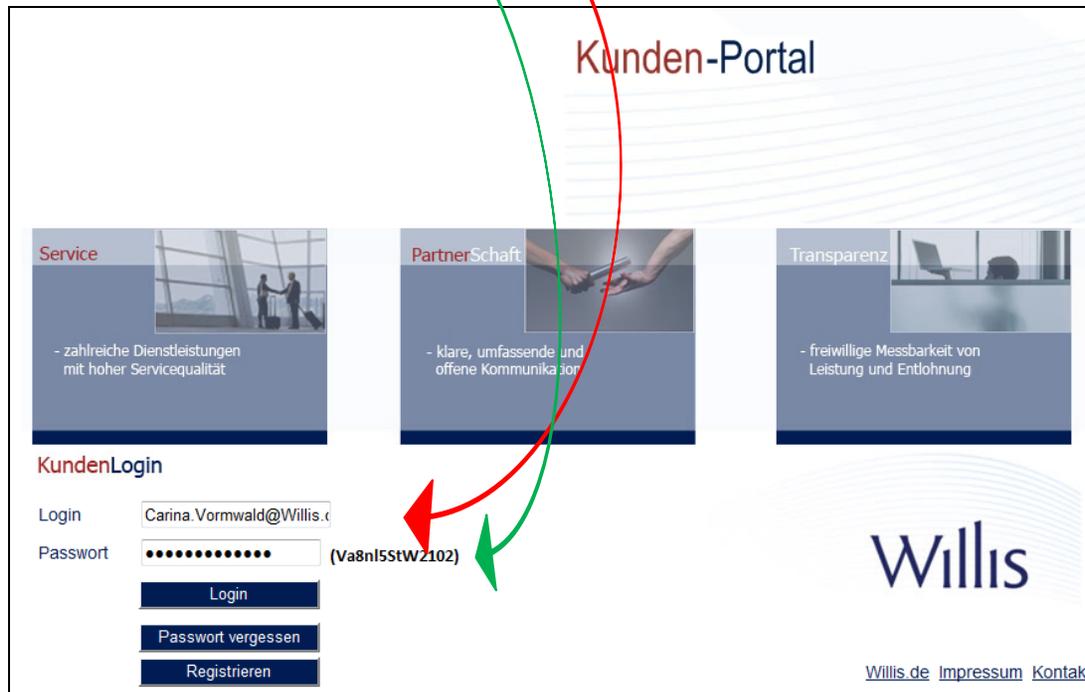
Postcode \*

City \*

\* Marked fields are mandatory

Using the **„Back to Login“** button you will come back to our homepage, as mentioned under step 2.

5. Please check your E-Mail account, if you receive an E-Mail of Willis.  
Copy the data into the Login- and Passwort-fields.



To be transferred to the next page, please click on „Login“.

6. The following page will be opened, requiring a change of password:

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Carina Vormwald | Speichern | Abmelden

Login- und Personendaten Carina Vormwald

### Erstanmeldung - Bitte das Passwort ändern!

**Logindaten**

Name Carina Vormwald  
Login Carina.Vormwald@Willis.com

Neues Passwort

Passwort erneut eingeben

\* Das Passwort muss mindestens 7 Zeichen Lang sein.  
\*\* Sie können Ihr Passwort jederzeit unter 'Einstellungen' ändern.

Please fill in the first field with your own password. The second field is to repeat the same password in order to avoid mistakes. Please save this procedure with **"Speichern"**.

7. After saving, you will reach the following page for changing the language:

Willis  
WIBIT 1.99.7219

Logo of producer

Carina Vormwald | Neuer Vertrag | Alle Verträge | Stornierte Verträge | Sprache | Abmelden

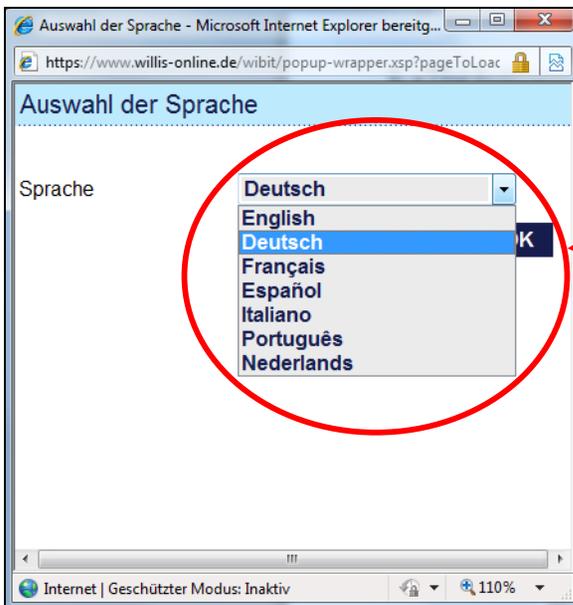
Name of producer

Dokumentation  
Willis IT Support

Name of producer, place : Aktive Photovoltaik Verträge

| Kunde                 | Versich.Nr  | Beginn     | Dauer    | Ende       | Anlagengröße | Ort       | Status |
|-----------------------|-------------|------------|----------|------------|--------------|-----------|--------|
| Frau Carina, Vormwald | 324257-2880 | 01.10.2012 | 10 Jahre | 30.09.2022 | 4,00 kWp     | Frankfurt | Aktiv  |

For choosing your preferred language, please click on **"Sprache"**.



Now this window will open.  
Please change the language.

## 8. Here you can produce your own contract.

Logo of producer

Click here, to make your own contract.

Carina Vormwald

New Policy | All Policies | Cancelled Policies

Language | Logout

name of producer

Documentation  
Willis IT support

Name of producer : Active Photovoltaic Policies

| Customer              | Insurance Number | Begin      | Insurance Period | End        | Plant Size | City      | Status |
|-----------------------|------------------|------------|------------------|------------|------------|-----------|--------|
| Mrs. Carina, Vormwald | 324257-2880      | 01.10.2012 | 10 Jahre         | 30.09.2022 | 4,00 kWp   | Frankfurt | Active |

Here you can obtain all relevant information to the contracts you have created.

## 9. Please complete these fields with the data of your photovoltaic-installation:

The screenshot shows the Willis insurance policy configuration interface. The user is Carina Vormwald. The page is titled "Change: insurance policy for photovoltaic No:". The interface is divided into several sections: "Insurance Period / Insured system:", "Policyholder:", "Policy Premium:", and "Differing Plant location:". Annotations with arrows point to specific fields and buttons, providing instructions on how to complete the form.

**Annotations:**

- Yellow box:** "Click here, to save data." (points to the "Save" button)
- Red box:** "The date of connection to the mains." (points to the "Warranty Start Date" field)
- Red box:** "Click to choose the insurance period." (points to the "Insurance period" dropdown menu)
- Blue box:** "Click to change the policy language." (points to the "Policy language" dropdown menu)
- Green box:** "The one-off premium will be automatically seen, if you choose the period 10 years." (points to the "Policy Premium" section)
- Red box:** "Please complete, if you need to see this information in your policy." (points to the "Differing Plant location" section)

**Form Fields:**

**Insurance Period / Insured system:**

- Article: Photovoltaic system
- Warranty Start Date: 01.10.2012
- Plant size [kWp]: 4.00
- Plant replacement value: 10.000,00
- Insurance period: 10 Years

**Policyholder:**

- Salutation: Mrs.
- Title: not selected
- First name: Carina
- Name: Vormwald
- Street: Solmsstraße 71-75
- Postcode: 60486
- City: Frankfurt
- Country: Germany
- Phone: +49 (0)69 84 84 55-0
- E-Mail: Carina.Vormwald@Willis.com
- Policy language: Standard / not selected

**Policy Premium:**

|                    |                          |
|--------------------|--------------------------|
| Netto              | EUR 320,00               |
| Brutto             | EUR 380,80               |
| Premium annual     | EUR 47,60                |
| Insurance tax      | 19.00 %                  |
| entitled to deduct | <input type="checkbox"/> |

**Differing Plant location:**

- Street: [Empty field]
- City: [Empty field]
- Country: Germany

## 10. Here you get an overview:

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Carina Vormwald | Policies | Change | **Download policy PDF** | Language | Logout

**Logo des Herstellers**

Click, to open the policy as PDF. Please pay attention to the last pages (invoice & remittance slip).

Name des Herstellers

Policies  
Settings  
Documentation  
Willis IT support

Insurance policy for photovoltaic No:

| Insurance Period / Insured system: |                     | Policyholder: |                            |
|------------------------------------|---------------------|---------------|----------------------------|
| Article                            | Photovoltaic system | Salutation    | Mrs.                       |
| Warranty Start Date                | 01.10.2012          | Title         |                            |
| Plant size [kWp]                   | 4.00 kWp            | First name    | Carina                     |
| Plant replacement value            | 10.000,00 EUR       | Name          | Vormwald                   |
| Insurance period                   | 10 Years            | Street        | Solmsstraße 71-75          |
| Policy created                     | 09.10.2012          | Postcode      | 60486                      |
|                                    |                     | City          | Frankfurt                  |
|                                    |                     | Country       | Germany                    |
|                                    |                     | Phone         | +49 (0)69 84 84 55-0       |
|                                    |                     | E-Mail        | Carina.Vormwald@Willis.com |

| Policy Premium:                  |               |
|----------------------------------|---------------|
| Netto                            | EUR 320,00    |
| Brutto                           | EUR 380,80    |
| Premium annual                   | EUR 47,60     |
| Insurance tax entitled to deduct | 19.00 %<br>No |

## 11. This page provides an overview of your own contracts.

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Carina Vormwald | New Policy | Cancelled Policies | All Policies | Language | Logout

**Logo of producer**

name of producer

Policies  
Settings  
Documentation  
Willis IT support

Name of producer : Active Photovoltaic Policies

| Customer              | Insurance Number | Begin      | Insurance Period | End        | Plant Size | City      | Status |
|-----------------------|------------------|------------|------------------|------------|------------|-----------|--------|
| Mrs. Carina, Vormwald | 324257-2888      | 01.10.2012 | 10 Years         | 30.09.2022 | 4,00 kWp   | Frankfurt | Active |
| Mrs. Carina, Vormwald | 324257-2880      | 01.10.2012 | 10 Years         | 30.09.2022 | 4,00 kWp   | Frankfurt | Active |